APPLICATION FOR RECORDS RETENTION SCHEDULE OFFICE OF ADMINISTRATIVE SERVICES 850610-04 **RECORDS MANAGEMENT UNIT** For instructions on completing this form contact DkR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia _30334. Phone - (404) 656-4976 GIST: 221-4983 ARCHIVES AND HISTORY 1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Division of Public Health Application Number Application Date Community Realth Section 9/30/83 Adult Health Unit Date Received Application Number 878 Peachtree St. NE - Room 709 OCT 31 1985 JUN 1 0 1985 83-15 <u> 30:09</u> <u>Atlanta, Ga,</u> Working Title Telephone Number 2. Person to Contact 894-5123 Kathy Bush 3. Action Requested a. D Establish Retention Schedule; record will continue to accumulate, b. Dispose of present accumulation; no further accumulation articipated. Change retention instructions 78-88 __ Chick One: 🖾 Change; ☐ Supercede; ☐ Void c. Amend Application No. 5. Records Series Title (followel by title used in office; if different) 4. Dates of Series Earliest Kidney Disease Program Client Files 1980 continuing What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function This file contains the following socuments (include form numbers and sixtes, if any): Attach samples of the file. 7. Records Series Description Documents relating to: Included era: File is arranged: How often are records referred to wnich are: Monthly Reference Rate Seven to twelve months uld Thirteen to twenty-four months old One to six months old twenty-five months and older 9. Annual Rate of Accumulation or Records

Letter-size drawers

__: Legal-size drawers .

_ : Other (Specify)

			y ACL OL
b. Does the series cos	ntain confidential information require	ng security handling? If yes, cite law or regulation. Privac 552a - Records maintained on individu	als I
c. Is this a vital record		3324 MOCOLGO MARINEARINEA ON THATVIAG	
	ve historical or long term research vel	ue?	
		y to keepthe entire file for a long period, could these document	
be scheduled separ	ately?		
	contained in this stries ever published		
		and/or goorded in a summarized report?	
if yes, attach copy	ion of this series in your office, or in	enother office or agency?	
if yes, whore?	Off the title serves in your oriveryor an		
	major portion of it) regularly microfi	imed?	
j. Does the record #	eries result in a computer printout?	,	
1. Retention Requirements	The following	requiresthe series to be kept:	
		A section of the sect	vears.
a. State Law		d. Audit period e. Administrative need	years.
b. Statute of limitation c. Federal law		f. Federal retention instructions	years,
E. Peditorium			
Attach copy or excerpt of lews t	or regulations. Explain administrative	need.	
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		/	
2. Approv. Lisposition Instruction		the file series be cut off at the end of each:	
	☐ Calendar Year; ऒ Fiscal Ye	er; Other	then,
-		susualata abara	
		year(s); then	•
☐ Transfer to local holding erea	; hold year(s); then		•
☐ Transfer to local holding eres			
Transfer to local holding area Transfer to State Records Ce	r, hold year(s); then nter; hold 4 year(s); then		
Transfer to local holding area Transfer to State Records Ce Destroy	r, hold year(s); then nter; hold 4 year(s); then		
☐ Transfer to local holding area ☐ Transfer to State Records Ce ☑ Destroy ☐ Transfer to State Archives fo	r, hold year(s); then nter; hold 4 year(s); then		
☐ Transfer to local holding erea ☐ Transfer to State Records Ce ☑ Destroy ☐ Transfer to State Archives fo	r, hold year(s); then nter; hold 4 year(s); then		
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☐ Transfer to local holding area ☐ Transfer to State Records Ce ☑ Destroy ☐ Transfer to State Archives fo	r, hold year(s); then nter; hold 4 year(s); then		
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☐ Transfer to local holding area ☐ Transfer to State Records Ce ☐ Destroy ☐ Transfer to State Archives fo ☐ Other (Specify)	; holdyear(s); then nter; hold	nen	
☐ Transfer to local holding area ☐ Transfer to State Records Ce ☐ Destroy ☐ Transfer to State Archives fo ☐ Other (Specify)	r, hold year(s); then nter; hold 4 year(s); then	nen	
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☐ Transfer to local holding area ☐ Transfer to State Records Ce ☐ Destroy ☐ Transfer to State Archives fo ☐ Other (Specify)	ripermanant retantion. permanant retantion.		Dette Olumbo
☐ Transfer to local holding area ☐ Transfer to State Records Ce ☐ Destroy ☐ Transfer to State Archives fo ☐ Other (Specify) * **These instructions apply to all g	ripermanant retantion. permanant retantion.		9/15/83
☐ Transfer to local holding area ☐ Transfer to State Records Ce ☐ Destroy ☐ Transfer to State Archives fo ☐ Other (Specify) ** ** ** ** ** ** ** ** **	ripermanant retantion. permanant retantion.	Records Menagement Officer (Signature) Paul V. Murphy	9/15/83
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Transfer to local holding area Transfer to State Records Ce Destroy Transfer to State Archives for Other (Specify) These instructions apply to all g Agency Head/Designee (Signature) Agency Head/Designee (Signature)	prior and future accumulations of the Stute 9/87/83	Records Menagement Officer (Signature) Paul V. Murphy	9/15/83
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Transfer to local holding area Transfer to State Records Ce Destroy Transfer to State Archives fo Other (Specify) These instructions apply to all g Agency Head/Designee (Signature) Recommendations in peragraph 12 are approved. (If disapproved, attach letter	prior and future accumulations of the Deta State Auditor/Designee	Records Menagement Officer (Signature) Paul V. Murphy	9/15/83

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		DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION		
	Publication No. 76—RM—1 for instructions on completing the and History, Records Management Division, 330 Capitol Section.			
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Dett	DHR	Application Number		
. <i>R</i>	Division of Physical Health			
DHR - 18	Patient Services-Kidney Disease Control Un			
Application Number	618 Ponce de Leon Atlanta, Ga. 30334	Date Received Date Completed		
5-1:-18	Atlanta, Ga. 30334	MAY 1 5 1978 MAY 2 3 1978		
2. Person to Contact Pat Collins	Working Title Administrator	Telephone Number 894-5307		
3. Action Requested		The Part of the Control of the Contr		
	Schedule; record will continue to accumulate.			
b. Dispose of present as	comulation; no further accumulation anticipated.			
c	•	de: 🗆 Void		
4. Detes of Series	5. Records Series Title (followed by title used in office; if di	fierent)		
Earliest Latest				
1974 present	Kidney Disease Program Client Files	<u> </u>		
6. Division and Office Function Physical Health is	What is the function of the Division and the Office in responsible for the administration, direction	which this record series is created? ion and coordination of the		
	grams throughout the State. Included are:			
	ess, housing field operations and hospital:			
	lth of adults and children; the diagnosis a			
supervision of cons	truction and licensure of health facilities	s; and the daily State-wide pro		
	n, statistical coding, certification and pr			
marriages, divorces	and annulments of marriage, and deaths the	at occur each year in the State		
and treatment of kid for patients suffer.	has the responsibility to operate a progratiney disease, including the purchase of quaing from chronic renal failure who require such services from their own or other resources.	lity medical and surgical car rehabilitative therapy but ar		
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.			
Demonstration to the	And amples of the file. intaining medical and financial information	on elients in the Fidner		
Disease Program.	intaining medical and linencial information	Ton Citents in the Rimey		
Induded are: but not li	mited to are financial evaluation informat	tion, medical evaluation		
information, authori	zation for State aid, payment vouchers and	bills and similar and related		
information.				
•	alphabetically by dialysis center name, the	ereunder alphabetically by		
client name.		•		

Etta in account		•		
File is arranged:				
8. Monthly Reference Rate	How often are records referred to which are:			
One to six months old twenty-five months and olde	Seven to twelve months old; Thirteen to	twenty-four months old		
9. Annual Rate of Accumulation	en at Records			
		Other (specify)		
_ ·	•			
4+60-71: Rev. 78	(Over)			

7.				el information	75						
	X	C. Is this a vital		<u> </u>		·					
<u></u>	d. Does this series have historical or long term resear th value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these										
					necessary t	o keep the entire	file for a long perio	d, could th	950		
	X	documents be scheduled separately?									
	X	f. Is the informa	tion contained	in this series ever	oublished?	If you attach co	DY.	-	*./:		
-		g, is the informa	ntion contained	in this series ever	analyzad an	d/or recorded in a	summerized resor	27			
	X	If yes attach	CDDY.					1			
		h. Is there a dup	lication of this:	series in your offic	ca, or in ano	ther office or age	ncy?	-			
X		If yes where?	Dialys	is Center, A	CCOU:nE11	ng					
	λ	i is this secies li	oe a maioe porti	on of it regularly	microfilm:	d?					
	X	I. Does the reco	rd series result i	n a computer prin	tout?						
11. F	econt	ion Requirements	· 11	ne following requi	res the ser les	to be kept:					
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4	L Spi	e Law		yes/s.	ci.	Audit period					
· t	. Stat	uta of limitation		years.		Administrative r		7	1000		
	Fed	erai izw		commence years.	f.	Federal retention	ก instructions 🚬		WC3.		
							4.				
	ımch	copy or excert of I	aws or reculation	ons. Explain admi	nistrative ne	red.	•	•	42 4 2		
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12_2	/ppro	ed Disposition Inst					t off at the end of e	ach:	•		
				Calendar Year; E	Fiscal Yea	ır; 🕅 Other			_then_		
				<i>*</i>					•		
	J. Hol	d in the current file	s area	month(s)	Year	(s); then	• • • • • • • • • • • • • • • • • • • •		•		
E	Tra	nsfer to local holdin	ng area; hold	year(s)	; then						
C	Trai	nsier to State Reco	rds Center; hold	yea	r(s); then						
[) Des	troy.		•		-					
C	Trai	nsfer to State Archi	ives for permani	ent retention.							
V	,	er (Specify)		•							
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T	hesa is	nstructions apply to	all prior and fi	uture accumulatio	ns of the ser	ies.	•	•			
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Acens	y Hen	d/Designes (Signa)	ture)	Date	Records M	anagement Office	er (Signature)		Date		
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		, 	Attorney Ge	neral/Designee	1111	WILL	ell	11	-22-78		
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